

COVER SHEET FOR AMENDMENT OF
POST-TRAVEL SUBMISSION

SECRETARY OF THE SENATE

OCT 25 PM 1:27

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Charlotte Oldham-Moore

Employing Office/Committee: Foreign Relations

Travel Expenses Paid by (List all sources): U.N. Foundation

Travel Date(s): August 1-6, 2016

Description/Title of Attached Forms: Amended RE-2 Form ; PSTCF (Final version) ;
final itinerary.

Purpose of Amendment (describe the reason for amending original submission): Post-travel
submission is incomplete. Travel dates on the RE-2 Form must
be amended. PSTCF that was submitted to OPR is not the final
version of the document. Required copy of the final itinerary was
not submitted to OPR.

10/25/16
(Date)


(Signature of Traveler)

Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): Sunday, July 31 - Saturday, August 6

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$354.80	\$760	\$303.08	\$177.40 (visa) \$30 (airport lounge access)
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Please see attached agenda.

9/17
(Date)

Charlotte Oldham-Moore
(Printed name of traveler)

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/27/16
(Date)

(Signature of Supervising Senator/Officer)

Date/Time Stamp:

SECRETARY OF THE SENATE
16 SEP 27 PM 3:46

LATE deadline was
09-06-16

I originally planned to travel from Dulles w/ the UN Foundation on that Friday.

Instead I travelled on to SFRC to Kenya 1st & travelled on SFRC both ways to the Congo.

(Fing)

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- 1
2
3
4
5
6
7
8
9
10

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The UN Foundation is the sole sponsor the trip, organizing all aspects of the program and logistics. UNF handles all outreach to congressional staff and is the contact for planning purposes.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

UNF regularly works to educate the U.S. Congress on the importance of a strong U.S.-UN relationship, particularly the vital role UN peacekeeping plays in advancing American foreign policy. This trip will focus on assessing MONUSCO's work to create an environment conducive to peaceful & timely DRC elections.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

UNF frequently sponsors congressional learning trips to observe the UN's work abroad. From 2013-2016, UNF organized trips to Cameroon, Liberia, Haiti, South Sudan, and Rwanda. Each trip focused on issues related to global health or peacekeeping.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regular hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$278.57 (Oldham-Moore transport to/from DRC provided by Senate Foreign Relations Committee)	\$850	\$450	\$225 for visa and exit fee

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged specifically WITH regard to congressional participation.

18. Reason for selecting the location of the event or trip

MONUSCO is the UN's largest peacekeeping mission & 2016 is a critical year for the UN and the country, as presidential elections are mandated to be held this November.

19. Name and location of hotel or other lodging facility:

Pullman Kinshasa Grand Hotel - Kinshasa, DR Congo

Lac Kivu Lodge - Goma, DR Congo

20. Reason(s) for selecting hotel or other lodging facility:

These hotels were chosen because of security concerns, favorable location, and limited alternatives.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
- Our daily meal expenses will be within the State Department's 2016 per diem rates for DRC. Our lodging expenses will be within per diem rates for Kinshasa and are expected to be slightly above the rates for Goma. We anticipate daily lodging costs in Goma will be \$150 vs \$120, due to security concerns.
22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
- See agenda for Oldham-Moore travel info. Delegation will travel from Kinshasa to Goma & Goma to Miriki via UN aircraft (provided at no cost). Due to security challenges, UN aircraft is only means of transport.
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
- N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Peter Yeo, Vice President of Public Policy

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW Suite 300

Telephone Number: 202-887-9040 (please ask for Micah Spangler)

Fax Number: 202-887-9021

E-mail Address: mspangler@unfoundation.org

UN Foundation Peacekeeping Learning Trip to DR Congo

2) Description of the trip:

The United Nations Foundation organizes regular congressional learning trips to observe the work of UN peacekeepers and humanitarians up close and in person. We are currently planning such a trip to the UN Peacekeeping Mission in the Democratic Republic of the Congo (MONUSCO) July 31-August 6, 2016.

With over 20,000 deployed military, police, and civilian personnel, MONUSCO is the UN's largest peacekeeping mission. Beyond its scale, the UN Security Council has made a number of significant reforms to MONUSCO's mission over the last several years, including establishing a "Force Intervention Brigade" tasked with carrying out targeted offensive operations against rebel groups. Furthermore, MONUSCO is employing new technologies in the DRC, including the recent introduction of a small fleet of unmanned aerial vehicles to better monitor armed groups, trafficking of arms, and a way to improve civilian protection.

MONUSCO is a critical component of the ongoing political process as President Kabila has been reluctant to hold elections and appears intent on trying to maneuver a third term, which is not permitted by the current constitution. There is a sense, however, that if the elections are conducted transparently and there is a peaceful transfer of power, the UN is searching for an exit strategy based on conditions on the ground. However, this is a large uncertainty at this point.

This trip will be a unique opportunity to see these reforms in action; observe U.S and UN humanitarian, development, and democracy assistance efforts; and gain valuable, firsthand updates on the political situation in DR Congo. While in DRC, we will meet with UN agencies, the U.S. Embassy, civil society, and conduct site visits. The goal is to provide the delegation with a wide-range of experiences that demonstrate how the U.S. and UN are working together to promote peace and stability in a conflict-ridden area.

5) Name and title of Senate invitees:

Charlotte Oldham-Moore, Senior Professional Staff Member
Senate Foreign Relations Committee

Morgan Vina, Policy Analyst
Senate Foreign Relations Committee

Thomas Mancinelli, Foreign Policy Legislative Assistant
Sen. Chris Coons, (D-DE), Senate Foreign Relations Committee



<p align="center">Peacekeeping Learning Trip to the Democratic Republic of the Congo August 1 – August 6, 2016</p>
--

****All Times Local****

Kinshasa +5 hours from Washington, D.C.; Goma +6 hours from Washington, D.C

PERSONALIZED AGENDA: Charlotte Oldham-Moore will already be in DR Congo and her airfare is being provided by the Senate Foreign Relations Committee. She will join the delegation on Monday, Aug. 1.

Monday, August 1	Travel/ Kinshasa
-------------------------	-------------------------

Attire: Casual for travel, Business for meetings.

3:00pm	Security Briefing Location: U.S. Embassy
3:45pm	Meet with Chargé David Brown and U.S. Country Team
5:00pm	Meet with Maman Sambo Sidikou, Special Representative to Secretary General, Head of the United Nations Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO) Location: MONUSCO HQ Topic: Overview of MONUSCO Mission
7:30pm	Welcome dinner with UN and USG Location: Limoncello
Overnight:	Pullman Hotel Kinshasa

Tuesday, August 2	Kinshasa
--------------------------	-----------------

Attire: Business casual.

	Breakfast at hotel
10:00am	Meet with David Gressley, D/SRSG Location: MONUSCO HQ
11:00am	Meet with Lt Gen Derick Mbuyiselo Mgwebi. Force Commander on military strategy in East and preparation for elections

12:00pm	Lunch
1:30pm	Meet with Sebastian Fasanello, Chief of Joint Mission Analysis Center for MONUSCO on historical context of the conflict and MONUSCO's role
2:30pm	Meet with Ray Torres, Chief of Political Affairs on elections
3:30pm	Meet with Jose Maria Aranaz, Human Rights Office on UN Human Rights and whistleblower protection
4:30pm	Meet with Conduct & Discipline Team
7:30pm	Dinner with religious and civil society community on the election
Overnight:	Pullman Hotel, Kinshasa

Wednesday, August 3	Goma
----------------------------	-------------

Attire: Business casual.

6:00am	Depart hotel (breakfast en route)
7:00am	Check-in for flight Location: MONUSCO Airport
8:00am	Travel to Goma
11:00 am	Meet with Head of Office in Goma, Daniel Ruiz Location: TMK or Lava Site Conference Room Topic: Overview of Goma engagement
11:45am	Meet with the Chief of Staff for MONUSCO, Ian Sinclair Location: TMK or Lava Site Conference Room
12:45pm	Meet with the Indian Contingent Commander, largest contingent in MONUSCO
1:00pm	Lunch Location: TMK Cafeteria
2:00pm	Depart for site visit
2:30pm	Visit a disarmament, demobilization, and reintegration center for child soldiers supported by UNICEF and MONUSCO Location: Munigi
3:30pm	Depart Munigi for Himbi

4:00pm	Visit UNICEF Centre de Transit et d'Orientation for rehabilitation of children in conflict
5:00pm	Meet with Sheila Romen, Senior Protection of Civilians Advisor
5:30pm	Meet with Civil Affairs
6:00pm	Meet with Adama Ndao, Conduct & Discipline
7:30pm	Dinner with U.S. Embassy team (James Liddle) and Americans deployed with MONUSCO Location: Le Chalet
Overnight:	Lac Kivu Lodge, Goma

Thursday, August 4	Goma
---------------------------	-------------

Attire: Casual for day, Business casual for dinner.

7:00am	Breakfast
8:00am	Briefing on Unarmed Unmanned Aerial Systems (UUAS); see images gathered, and learn how it supports operations on the ground Location: Lava Site
8:45 – 9:10am	Transfer to MONUSCO Airport
9:15am	Check-in for flight to Miriki Location: MONSUCO airport
9:45am – 10:45am	Travel to Temporary Operating Base Miriki
10:45am – 12:00pm	Visit Force Integration Brigade to meet with the South African and Tanzanian Special Forces that are deployed
12:00pm – 1:00pm	Lunch at TOB
1:00 – 2:30pm	Meet with local leadership and civil society in Miriki
2:30 – 3:30pm	Visit UNHCR IDP camp in Miriki
3:30pm – 4:15pm	Travel to Goma
4:15 – 4:45pm	Transfer to MONUSCO
5:00 – 5:45pm	Meet with Stabilization Unit

Location: Lava Site

7:00pm – 9:00pm Dinner with Human Rights Watch and local civil society
Location: Lac Kivu Lodge

Overnight Lac Kivu Lodge

Friday, August 5	Goma/Departure
-------------------------	-----------------------

Attire: Business casual for day, Casual for travel.

8:00am Breakfast

9:00am Roundtable on combatting SGBV
Program: UN Women, UNFPA, UNHCR, UNICEF, MONUSCO

11:00am Meet with Deputy Force Commander & Force Chief of Staff to discuss
MONUSCO exit strategy
Location: TMK or Lava Site Conference Room

12:00pm Lunch and Debrief with UN Foundation on overall trip

1:00pm Depart for airport

3:55pm Depart Goma via Ethiopian Air ET 810

7:50pm Arrive Addis Ababa (ADD)

10:35pm Depart Addis via Ethiopian Air ET 500
Plane stops in Dublin; no plane change.

Saturday, August 6	Travel
---------------------------	---------------

7:50am Arrive Dulles International Airport

16 JUN 29 PM 4:20

0000000000